

VAR DEPARTMENT

OFFICE OF THE ASSISTANT SECRETARY OF MAR

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STRAFEGIC SERVIĆES UNIT Tashington, D. C.

12 October 1945

CELERAL ORDERS)
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Under the authority vested in me as Director, Strategic Bervices Unit, by the Becretary of War, the attached provisional organization chart is approved. The several offices and divisions of the Strategic Bervices Unit shall, effective this date, be organized and operated as indicated on said chart and with the functional responsibilities as set forth as follows:

### 1. ADVIJORJ AND SPECIAL ASSISTANTS

Premares such studies and recommendations as may be desired by the Director.

#### 2. EXECUTIVE

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The Executive Officer shall be the principal assistant to the Director and as such shall exercise all functions appropriate to a Chief of Staff.

### 3. JECHTARIAT

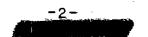
The Jecretariat shall be responsible for:

a. Maintaining the files and records of the Director's Office, including complete files of all directives and orders from the Assistant Secretary of War, and other basic 33U documents and papers, and performing for the Director such additional secretarial functions as required.

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- b. Redistribution of all incoming and outgoing pouch material and supervising the dispatch of outgoing material.
- obtaining or preparing for the Director a monthly report of the major activities of this agency and such other special reports as he may direct, and reviewing all reports on SSU activities which may be prepared by any branch or office of SSU for outside dissemination.
- d. The distribution of cables to the branches and offices in 330 Washington Headquarters.

### 4. GENERAL COUNSEL

The Office of General Counsel is responsible

for:

- a. Reviewing, before any commitment is made, all contracts, agreements, leases, and other legal papers to which 33U is a party.
- 5. Rendering legal advice and handling legal natters pertaining to all phases of operations of 330.
- Q. Advising and assisting the Finance Branch in ascertaining and determining proper procedures with respect to Special Funds to insure that proper and accurate accounting of expenditures is maintained.

# 5. ASSISTANT INCOUPLYS OFFICER FOR PERSONNEL

a. Adjutant - handling of official correspondence, directives, and orders, except those specifically delerated to the Secretariat, in accordance with regulations and approved policies.

78/30

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- <u>b</u>. The formulation of policies and the supervision of the execution of administrative arrangements pertaining to personnel of the unit.
- c. Jupervision of the registry.
- d. Supervision of activities pertaining to the physical security of the Tashington Headquarters plant and facilities. (Other existing functions of the Jecurity Officer will be executed on instructions given him by the Director)

### 6. ASSISTANT EXCUTIVE OFFICER FOR OPERATIONS

Normal Field Section and Operational Staff functions.

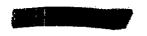
### 7. ASSISTANT EXCUTIVE OFFICER FOR SERVICES

- a. The preparation of policies for, and the supervision of the execution of, arrangements for the various services.
- <u>b.</u> Supervision and direction of the activities of the SSU Property Board.

## 8. PERSONNEL

The Assistant Director for Personnel shall be responsible for:

- a. Establishing policies and procedures for personnel procurement and administration both in the continental United States and overseas. These will include the procurement through appropriate channels of military, naval, and civilian personnel in response to requisitions from the several branches and offices of 33U and in accordance with job specifications furnished by the requisitioning branch or office.
- Me shall act for the Director on personnel matters and be responsible for supervision



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and direction of the activities listed as follows:

(1) Personnel Branch

(2) Hq. and Hq. Detachment

- (3) Board of Officers (promotions and awards)
   (4) Naval Command (personnel functions only)
- c. With respect to the Maval Command, such supervision and direction shall apply only to the activities pertaining to personnel and shall be exercised only to the extent consistent with the responsibilities of the Maval Command to the Mavy Department.
- d. Maintaining liaison with the Civil Service Commission and other appropriate Government agencies.
- e. Liquidation of personnel assets determined surplus.

### 9. INTELLITENCE

The Assistant Director for Intelligence is responsible for:

- 3. Supervision and direction of activities of SI, X-2, and the maintenance of liaison for intelligence purposes between SSU, and other Government departments and agencies. Liaison with Mayy Department shall be exercised through the Mayal Command.
- Supervision and direction of the activities and functions of the following branches:

(1) Communications

(2) Field Photographic

(3) Schools and Training (4) Special Operations

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Field Experimental Unit Special Projects

Research and Development

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The Assistant Director for Services is responsible for:

- The formulation of policies and the organiza-<u>4</u>. tion and direction of administrative services of 33U.
- He shall supervise and direct the activities <u>b</u>. of the following branches:

Budget and Procedures Branch Procurement and Jupply Branch

Reproduction Branch Transportation Branch

Office Bervices Finance Branch

Chief Jurgeon Military Admin. Branch

11. The provisions of any previous OSS or SSU orders in conflict herewith are hereby superseded to the extent of such conflict.

> Kha. / 16 Repens John Magruder Brig. General Director

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